



USAID
FROM THE AMERICAN PEOPLE

INDONESIA

RFI Number: Indonesia-EXO- 12-001

Issue Date: July 31, 2012

**Closing Date: August 15, 2012 at 03:00PM,
Jakarta Time**

Subject: Request for Interest No. Indonesia-EXO-12-001; A Short Term Financial Advisor for Aceh Polytechnic in Banda Aceh for 9(nine) months.

Dear Prospective Applicants,

The United States Government, represented by the U.S. Agency for International Development Mission in Indonesia (USAID/Indonesia) is seeking applications of interest from qualified Indonesian contractors or consultants in providing services for short term period as *a Financial Advisor* for Aceh Polytechnic institution in Banda Aceh as fully described in the attached Scope of Work.

This solicitation is to simplify acquisition procedure with fully competitive to all Indonesian individual contractors or consultants, preferably who is residing in Banda Aceh but this is not mandatory. The award type of the service requested will be under a fixed price Purchase Order with limited of travel cost for reimbursement. The procedures set forth in Federal Acquisition Regulation Part 13 shall apply.

Interested candidates wishing to respond to this RFI should submit the application package consisting the following: a) cover letter, b) resume, c) references and d) related certificates of academic literates or trainings completed and e) other supporting documents no more than 10 pages in PDF files.

Application packages must be submitted no later than 03:00 PM, Jakarta time, August 15, 2012 by electronic mail or courier service (hard-copies) to the following address:

USAID/Indonesia- Executive Office

For the attention: EXO/A&A

Jl. Medan Merdeka Selatan no 3-5

Jakarta 10110, Indonesia

Please mark code of: FA09 on the envelope

Or thru email to: rfi-exo-12-001@usaid.gov

U.S. Agency for International Development

American Embassy, Jl. Medan Merdeka Selatan No. 3-5 Jakarta 10110 – Indonesia

Tel: (62 21) 3435-9000

Fax: (62 21) 380-6694

All applications of interest will be evaluated based on the numerical ranking for each of the following selection criteria, including the qualifications of the consultants as per described on the Job specifications and requirements as attached.

Selection Criteria of applicants:

- | | |
|---|-----------|
| a. Technical Knowledge, Skills and Education | 40 points |
| b. Working experience and technical approach/capability | 40 points |
| c. Individual Past performance | 20 points |

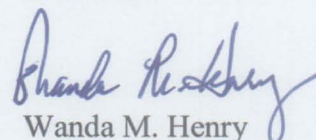
TOTAL

100 points

USAID/Indonesia anticipates one award under this solicitation. Please note that the U.S. Government may award this contract without discussion and as such initial applications should represent the best possible and most competitive terms available. The U.S. Government reserves the right to issue one award or none as result of this RFI and a Purchase Order will be awarded for this procurement subject to the funds availability.

Thank you for your interest in USAID/Indonesia.

Sincerely,



Wanda M. Henry
Contracting Officer
USAID/Indonesia

Attachment:

1. SOW
2. Job specifications and requirements

USAID/Indonesia

STATEMENT OF WORK

Short Term Financial Advisor for Aceh Polytechnic in Banda Aceh for 9 (nine) months

A. Introduction

USAID/Indonesia's Education Office (EDU) requires one full-time Financial Advisor to be based at the Aceh Polytechnic in Banda Aceh, for a nine month period of performance.

B. Background

Two decades of violent conflict and the 2004 tsunami left Aceh (geographically Indonesia's most western province) without the educational infrastructure and competitive labor force needed to attract investment and to support long-term development. The Aceh Polytechnic Program (TAPP) is the product of a \$17 million Public-Private Partnership (PPP) between USAID, Chevron Corporation, the City Government of Banda Aceh, and the Ministry of Education and Culture's Directorate General of Higher Education. Aceh Polytechnic was established as a private institution to equip high school graduates with post-secondary technical education that meets local, and eventually, international labor demand, generates employment opportunities, and contributes to post-tsunami reconstruction and long-term economic development.

USAID provides funding for technical assistance to develop the Polytechnic's curriculum, train and hire staff, and establish linkages with industry and government through a \$6.4 million contract with Swisscontact, a Swiss-based NGO that has helped to establish some of the most successful polytechnic institutions in Indonesia. Parallel investments were made by the two other partners: land acquisition and road-bridge construction by the Banda Aceh City Government, and the design and construction of a landmark three-story building by Chevron Corporation. Chevron also offered examples and expertise from the Politeknik Caltex Riau (PCR), a similar institution that Chevron helped establish in 2001 in the province of Riau. Later on the Ministry of National Education through Directorate General of Higher Education (DIKTI) contributed to the establishment of mechatronics study program.

USAID assistance to the Aceh Polytechnic was signed on November 27, 2007 and will conclude on September 30, 2012. Since September 2008 the institution has been running quality tertiary vocational program in electronics, IT, mechatronics, and accounting. As a private institution which heavily relies on student fees and does not yet receive regular government funding, it is crucial that the Aceh Polytechnic strengthen its financial management capacity and performance. To support this need USAID intends to provide the service of a Financial Advisor who will play a strategic role in designing, applying and advocating good financial governance systems in this institution.

C. Statement of Work

The Financial Advisor will fulfill the following tasks and responsibilities:

- 1) Provide advice directly to the Polytechnic's Director and the Governing board (*Yayasan*), which includes overall financial, operational, and strategic aspects of the institution;
- 2) Provide advice for planning, budgeting, and budget approval process;
- 3) Draft Terms of References for Audit Committee and Finance Committee within the *Yayasan*, and establish both Committees;
- 4) Develop, propose and assist implementation of strategies for reengineering the Aceh Polytechnic (AP) programs and operations;
- 5) Design and propose management structures that help ensure accountability for results, and include appropriate, cost-effective controls, ensuring that AP maintain a healthy balance sheet;
- 6) Propose improvement of accountability and effectiveness of AP's programs and operations by assisting establishment of management controls;
- 7) Propose measures to improve the quality and timeliness of program performance (including setup for financial and non- financial performance indicators), increasing productivity, controlling costs and mitigating adverse aspects of AP operations, and assuring that programs are managed with integrity and in compliance with applicable law;
- 8) Propose measures that (i) programs achieve their intended results; (ii) resources are used consistent with AP's mission; (iii) programs and resources are protected from waste, fraud, and mismanagement; (iv) laws and regulations are followed; and (v) reliable and timely information is obtained, maintained, reported, and used for decision making;
- 9) Provide technical assistance to the AP's financial management guidelines development or review;
- 10) Provide technical oversight and recommend activities and processes to ensure compliance with the AP's financial management guidelines;
- 11) Develop strategies for fund raising and creation of self- sustaining business units within AP;
- 12) Work with the lead Human Resource officer and develop a Human Resource Information System, including a performance management system;

- 13) Implement effective Cash Management and Investment strategies;
- 14) Implement a Risk Management Framework including an effective internal control framework;
- 15) Provide mentoring and capacity building to the AP's senior management, including the Assistant Director II, and the Foundation's board members;
- 16) Convene monthly meetings with the AP's senior management and/or the *Yayasan* members; and
- 17) Conduct training for academic staff and assist development projects for the accounting study stream.

D. Deliverables

- 1) Work Plan must be submitted to USAID/Education (USAID/EDU) within two weeks from the date of contract signing;
- 2) Monthly written reports and time sheet approved by the Director of Aceh Polytechnic must be submitted to USAID/EDU by the 30th of each calendar month; and
- 3) Final Report must be submitted to USAID/EDU within two weeks after contract completion.

E. Information Sources

USAID/EDU will provide the following documents to the selected Financial Advisor:

- 1) Swisscontact Annual Reports;
- 2) Swisscontact Quarterly Reports;
- 3) Audit Reports;
- 4) The Aceh Polytechnic Program (TAPP); Final Evaluation, USAID, March 17, 2010;
- 5) Technical and Vocational Education and Training: A Study of Promising Models in International Development, USAID, EQUIP3, EDC, April 2011;
- 6) Jobs for the 21st Century; Indonesia Assessment (Final Report), USAID, March 2007; and
- 7) Good Practice in Technical and Vocational Education and Training, ADB, 2009.

F. Period of Performance

The period of performance is for nine months, beginning approximately on September 1, 2012 until May 30, 2013.

G. Logistical Arrangements

The Financial Advisor shall be responsible for providing all the necessary logistical support, which includes, but not necessarily limited to, travel arrangements and accommodation. The Aceh Polytechnic will provide a work station close to the Director's office, as well as a shared printer.

USAID will provide one laptop and reimburse work-related mobile phone bills.

H. Others

USAID/Office of Financial Management (OFM) shall conduct a broad audit of time sheets and expenditures every three months, and mini audits every month to ensure compliance with USAID rules and regulations.

I. Selection Criteria

All applications of interest will be evaluated based on the numerical ranking for each of the following selection criteria, including the qualifications of the applicants as per described on the Job qualifications required as attached.

- | | |
|---|-----------|
| a. Technical Knowledge, Skills and Education | 40 points |
| b. Working experience and technical approach/capability | 40 points |
| c. Individual past performance | 20 points |

TOTAL	100 points
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Financial Advisor for Aceh Polytechnic: Requirements

Position Summary

Responsible for providing financial planning strategies for the Aceh Polytechnic by assessing the client's past, present and future financial needs, objectives and requirements.

Qualifications Required

Education or Equivalent Experience

- Master's degree or Bachelor's degree with equivalent experience in finance, accounting, economics, or business management from recognized universities.

Experience

- Minimum 8 years of extensive experience in business management or consulting industry, preferably with CFA and/or CFP certifications.

Field of Experience

- Proven experience in financial systems review and development, making recommendations for policy making, and financial troubleshooting
- Familiarity with financial/accounting software (SAP)
- Proficient in Microsoft Office software, including Word, Excel, and Powerpoint
- Teaching experience is considered an added value.

Other Skills

- Strong financial management knowledge and skills
- Cross-cultural adaptability
- Customer service skills
- Excellent verbal and written communication skills in English and Indonesian
- Planning and organizational skills
- Presentation skills
- Team player